University of Cape Town Libraries

UCT Author-date Reference Guide:
based on the Harvard referencing style
2016

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Preface

During 2015 the authors of the annually revised version of *Harvard UCT: handbook on citation* decided to change its title to ***UCT Author-date Reference Guide: based on the Harvard referencing style.*** This version marks the first edition to be published as an open access monograph by UCT Libraries.

Why the change in title? The authors of the Handbook were advised by Harvard University that the use of its various trademarks (names and logos) by any outside entities or individuals for their own official purposes was not permitted without express written permission from Harvard University.

Although the authors acknowledge that the term "Harvard referencing style" is commonly used internationally by higher education institutions, they still deemed it necessary to change the title in 2016. **The fundamental principles of the "Harvard referencing style" remain in place.**

In response to comments and suggestions by academics and librarians, a few changes were made to this version of the Guide, including additional examples of in-text citations (See: Section 7.1), a suggestion on how to reference information available from institutional repositories, as well as examples of how to reference plays and other literary works.

Introduction

1. General guide to academic citation

An important characteristic of academic writing is the acknowledgement of other writers' words or creations through citing and referencing all sources of information used. *Citing* is the practice of quoting from, or referring to other writers' works and ideas in one's own text. *Referencing* is the listing of the full details of the publications that have been cited, so that the reader can find the original sources. Citing and referencing have long been regarded as indicators of academic writing.

2. Good reasons for citation

Writing is 'intellectual property' and credit has to be given to authors who first expressed an idea. The practice of citing and referencing the work of others is the best way of protecting oneself from being accused of, or committing plagiarism. (See: **"Plagiarism in academic writing**" in Section 4.)

Relevant citations show the reader that the literature in a field has been read and understood, and that the writer is familiar with the important researchers in the particular field of study. This gives authority to statements by showing that arguments are supported by other authors. If some authoritative sources have been left out, or if the work relies on the writings of lesser or discredited authors, this may detract from the new work.

Citations show how familiar one is with recent texts. In certain subject fields it is very important to be aware of new developments. References enable the reader to check source accuracy, or to establish context.

3. Peer review and the evaluation of sources

Increasingly, students rely on information sources available from the World Wide Web. It is important to understand that Web sources may be substantially different from sources that are found in an academic library. This is because anybody can publish anything on the Web; texts on websites are not peer-reviewed. All articles that are published in academic journals have been subjected to a rigorous process of anonymous review by scholars (peers) in the same field. Peer review is a lengthy and time-consuming process, which (even though not entirely immune to abuse) ensures accountability and reliability in the transfer of knowledge.

Peer-reviewed articles are essentially different from articles in newspapers or popular journals. While journalists may or may not take reasonable measures to present facts accurately, the constraints of time and the pressures of readability or popular appeal may compromise the veracity of newspaper reports.

When potentially interesting information is found on the Web, one should try to establish the authority of the source. Are the authors identified, and do they belong to a creditable organisation? The Web address or URL can give a clue: ".ac" or ".edu" indicates an academic institution, ".gov" a government publication; ".com" or ".co" a commercial site. An anonymous site or one with obvious language and other errors should be regarded with suspicion. References to *Wikipedia* should be avoided in academic work.

Furthermore, the tone of a text should be considered. Extravagant statements or over-emphatic claims are not found in serious academic writing, nor are vague or sweeping statements which lack supporting evidence. Citations are a sign of good academic writing. Check if authors have cited the sources used in their work and critically examine the list of references. When authors quote what other people have *said*, but not published, this could indicate that the information is untrustworthy or unsubstantiated. Reputable writers try to present different points of view or balanced arguments. Beware of one-sided positions or evidence of bias. Self-promotion or advertising, or evidence of ulterior motives, are warnings that the information may be unreliable.

It is your responsibility to ensure that the information you choose is reliable.

4. Plagiarism in academic writing

Students are often unsure of exactly what plagiarism is and how it affects them. These days, because of the ease of cutting and pasting from the Web, student plagiarism has become an issue of great concern at academic institutions.

Plagiarism is the misappropriation of others' words, thoughts and ideas by presenting them as one's own, and is treated very seriously in the academic world. Under no circumstances is it acceptable to present the work of others as your own. Neither ignorance nor carelessness will be accepted as an excuse. There are sophisticated websites and techniques aimed at tracking down all kinds of plagiarism. Many universities including UCT use software such as *Turnitin*, which is designed to assist in detecting plagiarism, so electronic submission of written work may be required in order for it to be tested. At the very least, students found guilty of plagiarism could be failed, or they may even be rusticated or expelled from their academic institution.

This guide should assist in understanding how to deal with academic sources without resorting to plagiarism.

5. How does one cite correctly and avoid plagiarism?

Every time that a term, phrase or idea of another is used, the name the author or the source where the concept or thought was found, has to be stated.

- When someone's exact words are quoted, they have to be placed in quotation marks.
- Long quotations (40 words or more) should be "blocked" to make them stand out clearly. This means indenting and single-spacing the entire quotation, possibly also using a smaller typeface.
- If the ideas or words of another are paraphrased, use your *own words*. The source must still be cited, but now quotation marks are not used. It is *not enough* to simply change the word order or to substitute one or two words.
- One may also *summarise* lengthy material in one's own words. The source must still be cited, but you do not have to use quotation marks unless some of the author's words are also reproduced, in which case these words have to be placed in quotation marks.
- Use quotations sparingly. If it is possible, use your own words to summarise or paraphrase text.

6. Citation styles

There are many different referencing styles and conventions used to ensure consistency in citation. Scientific publications often use the citation or style guide published by societies and institutions in their own discipline. Well-known style manuals include the *Chicago Manual of Style,* the *Publication Manual of the American Psychological Association* (APA), *and MLA Handbook for Writers Of Research Papers* of the Modern Language Association of America, and *The MHRA Style Book* from the British Modern Humanities Research Association. One of the best-known, but also one of the simplest styles, is the "author-date" style of citing and referencing (also referred to as the "Harvard style").

When writing essays, papers, dissertations or theses, it is essential that approved referencing conventions are followed and that particular attention is paid to capitalisation, the use of italics and punctuation. Lecturers, tutors and external examiners usually insist on correctly formulated citations and references.

It is important to remember that references, regardless of the citation convention being followed, convey the same kind of information and consist of the same elements, although the order of the elements may differ slightly depending on the convention. The purpose of all references essentially is to provide sufficient information for an item to be found.

7. UCT Author-date Reference Guide: based on the Harvard referencing style

7.1 Citing sources within the text

Whenever the words or ideas of other writers are used in one's written work, a 'reference indicator' containing brief details of the publication, is enclosed in round brackets. This is known as in-text citing. There are various ways of citing within the text, for example:

7.1.1 Personal authors

- In *quoting* from an original text, the quotation is enclosed in quotation marks, the reference indicator generally follows the quotation. The reference indicator contains the author's *name*, the *publication date* and *page number* on which the quotation appears, for example:

"The invasion by alien plants is also an increasingly important aspect of fynbos ecology" (Van Wilgen, 2009:335).

NOTE: Quotations of 40 words or more can be placed in block settings (both margins indented) without quotation marks.

Snodgrass and Coyne (2006: 198) view the balance schema as:

> **Balance is probably the single most important factor in our sense of integration with the world; it is a basic necessity for our bodily functioning; and it is the means whereby we orient ourselves within our environment. Lacking a sense of balance the world would be chaotically vertiginous and we would not be able to orient ourselves or stand upright.**

- In *paraphrasing* an author's words and the author's name forms part of the sentence, the name is not enclosed within the brackets, but the publication date and page number, which follow the name, are enclosed in round brackets, for example:

  In his analysis of the significant impact on fynbos of alien plant invasions, Van Wilgen (2009:335) explained how important invasive alien plant management practices have become.

- In *paraphrasing* an author's words and the author's name does not form part of the sentence, the author, publication date and page number are enclosed in round brackets (also known as a parenthetical citation), for example:
  In an analysis of the significant impact on fynbos of alien plant invasions, the importance of invasive alien plant management practices cannot be overestimated (Van Wilgen, 2009:335).
- In *paraphrasing* two or more authors' words, the following apply:

Two authors – Authors names part of the sentence

In Figure 1, Leedy and Ormrod (2014:157) illustrate how a researcher could link interview questions with the research questions.

Two authors – Authors names not part of the sentence

Figure 1 illustrates how a researcher could link the interview questions with the research questions (Leedy & Ormrod, 2014:157).

Three authors

Picker, Griffiths and Weaving (2002:4) comment that…
… (Picker, Griffiths & Weaving, 2002:4).

Four or more authors

Boddy-Evans et al. (2006:8) state…
… (Boddy-Evans et al., 2006:8).

Note: You may also use "and others" instead of "et al.", however, be consistent.

7.1.2   Group authors

An organisation, institution or group (e.g. United Nations) may also function as an "author". Give the name of the organisation in the form that it appears on the title page as the author. If a group is readily referred to by an abbreviation, the name may be abbreviated in the second and subsequent citations, for example:

First citation - Author not part of sentence

(United Nations [UN], 2009)

Subsequent citations

(UN, 2009)

First citation - Author part of sentence

According to the United Nations (UN, 2009)

Subsequent citations

(UN, 2009)

Here is the example of the full bibliographic details in the reference list:

United Nations. 2009. *Conference on the World Financial and Economic Crisis and Its Impact on Development.* New York, 24-30 June 2009. New York: United Nations.

7.1.3   Citing sources - no author

Cite sources, such as Web sources or newspaper articles without a clear indication of a personal author or organisation, by the first significant words of the title. **Do not use Italics to indicate these sources.** Usually, three words are enough. Use ellipses (…) for longer titles to indicate the omission of words.

("Commemoration after closet-torching", 2010:2) …

"Ikea brand worth …" (2012) …

Here are the examples of the full bibliographic details in the reference list:

Commemoration after closet-torching. 2010. *Monday Paper.* 29(15). 11-24 October: 2.

Ikea brand worth 9 billion euros? 2012. *Business Report.* 9 August. Available: http://www.iol.co.za/business/companies/ikea-brand-worth-9-billion-euros-1.1359636#.UTYVl6JT6z4 [2015, December 17].

The title of an Act, however should be indicated by *italics,* for example:

According to the *Children's Act, Act No. 38 of 2005*, *as amended*…

Full bibliographic details in the reference list:

Children's Act, Act No. 38 of 2005, as amended. 2008. Available: http://www.justice.gov.za/legislation/acts/2005-038%20childrensact.pdf [2015, December 17].

7.1.4   Citing sources - no date

If there is no publication date, or identifiable copyright date, use the abbreviation "n.d." for the publication date.

According to the Africa Union Commission (n.d.) …

Here is the example of the full bibliographic details in the reference list:

Africa Union Commission. n.d. *Southern African Development Community (SADC).* Available: http://www.au.int/en/recs/sadc [2016, January 14].

7.1.5   Citing sources – additional information

- Multiple authors should be cited in chronological order in the text. Use semicolons to differentiate between the entries, for example:

Several studies present an overview of the main types of retail developments in Western economies (Guy, 1994; Smith, 2000; Jones & Marks, 2013).

- Different publications by the same author, do not have to be differentiated by a semicolon. In the following example, the author published two articles in the same year, which need to be distinguished with the addition of a, b, c, d and so forth after the date, for example:

  (Tshabe, 1988, 1989a, 1989b)

- Publications by authors with the same surname, have to be differentiated by adding the initials of the authors when citing sources, for example:

  R. Raju, J. Raju and Johnson (2016) suggest…

  Here is the example of the full bibliographic details in the reference list:

  Raju, R., Raju, J. & Johnson, G., 2016. Research support services in South African academic libraries. In *Quality and the academic library: reviewing, assessing and enhancing service provision*. J. Atkinson, Ed. Oxford: Chandos Publishing. (in press)

7.2   List of references at the end of the text

The reference indicator (in-text citation) does not give enough information for the reader to find the work, the source, in which the idea or quotation can be found. Full bibliographic details of all the sources mentioned have to be listed at the end of the text. This list may be called *'References', 'Reference list'* or *'Works cited'*. The term *'Bibliography'* should not be used as strictly speaking it refers to a complete list of all works on a specific subject.

Make sure to list only the works that were actually cited and be careful not to leave out any references for works that are cited in the text.

Here are examples of references which give the full bibliographic details of the sources cited in Section 7.1.1, **"Personal Authors"**:

Boddy-Evans, M., Exelby, N., Kuschke, J., Daly, R. & Bristow, D. 2006. *Getaway's 1001 places to see before you die: places to go, things to do in Southern Africa.* Cape Town: Struik.

Leedy, P.D. & Ormrod, J.E. 2014. *Practical research: planning and design.* New International ed. Essex, United Kingdom: Pearson Education.

Van Wilgen, B.W. 2009. The evolution of fire and invasive alien plant management practices in fynbos: review article. *South African Journal of Science.* 105(9-10):335-343.

Note: If hanging indentation is preferred, indent the second and subsequent lines of each reference. In addition, the Reference list should always be left justified ("Align text to the left") to avoid the sometimes inevitably large gaps in spacing of URLs that come from the justification ("Align text to both the left and right margins").

7.3   How references are arranged in the reference list

The list of references is arranged alphabetically by the surname of the author. Alphabetical order makes it easy to locate the details of all the sources cited within the text. **It is essential that the reference indicator corresponds with the first word of the reference in the reference list.**

Things to remember:

- General guidelines for the arrangement of letters or numbers:
  - a space precedes any other character in alphanumerical arrangements (See the example for "single author entries should precede any multiple-author entries" to follow.)
  - numerals (0 to 9) before letters (A to Z)
- Entries by the same author:
  - those with publication dates are arranged by date with the *oldest* first, for example:

Tshabe, S.L. 2010.
Tshabe, S.L. 2014.

- o those without dates (n.d.) entries, come after those with dates, for example:

Tshabe, S.L. 2014.
Tshabe, S.L. n.d.

- o single author entries should precede any multiple-author entries, for example:

Tshabe, S.L. 2014.
Tshabe, S.L. & Shoba, F.M. 1999.

- Entries by the same author, published in the same year, should be distinguished with the addition of a, b, c, d and so forth after the date, for example:

Tshabe, S.L. 2010a. *Application of the …*
Tshabe, S.L. 2010b. *Introduction of the …*

- If the author is unknown, begin the reference with the title of the article or Web source. If the title begins with "the", "a", "an" or similar words in other languages, ignore these words. List them according to standard alphanumerical order, for example:

Hope for new treatment of brain disease. 2012. Available: http://www.newshd.net/brain/467/hope-for-new-treatment-of-brain-disease-2/ [2016, January 20].
Hunma, A. 2014. *Language as a means …*

7.4 How to use capitals and italics for the body of the text or reference list

Generally capitals should be used sparingly. The following recommendations give an indication of the capitalisation guidelines used as part of this referencing system.

7.4.1 Title Case

Capitalise all nouns, verbs, adjectives, adverbs, place names and pronouns in the title. However, use lowercase for articles (an, a, the) and prepositions (at, by, of), e.g. *Journal of African History*. Use title case for the titles of journals, conference proceedings, newspapers, musical scores and official publications in the reference list, examples include:

- **Journal**

Van Wilgen, B.W. 2009. The evolution of fire and invasive alien plant management practices in fynbos: review article. *South African Journal of Science.* 105(9-10):335-342.

- **Act**

Labour Relations Amendment Act, No. 12 of 2002. 2002. Available: http://www.treasury.gov.za/legislation/acts/2002/a12-02.pdf [2016, January 24].

- **Conference proceedings**

Claire, O.M., Daniel, S., Peter, R. & Angelique, D. Eds. 2009. *Proceedings of the 9th International Conference on Computer Supported Collaborative Learning*. 8-13 June 2009. University of the Aegean, Rhodes, Greece: International Society of the Learning Sciences.

7.4.2 Sentence Case

Capitalize the first word of the title. Use lower case for all other words unless they are place names and proper nouns, which should be capitalized, e.g. His*tory of*

South Africa: an introduction. Used for reference types in the reference list **other than those mentioned under Section 7.4.1 "Title case"**, for example:

- **Book title**

    Picker, M., Griffiths, C.L. & Weaving, A. 2002. *Field guide to insects of South Africa.* Cape Town: Struik.

- **Report**

    Von Schirnding, Y & Fuggle, R.F. 1986. *Exposure to lead amongst urban school children in Cape Town.* (Research report 9/86/13). Rondebosch, South Africa: Environmental Evaluation Unit, University of Cape Town.

- **The title of a journal article**

    Fatoki, O. C. 2005. Prospects of GSM technology for academic library services. *The Electronic Library.*23 (3):266–273.

- **The title of a conference paper**

    Poll, R. 1998. The house that Jack built: the consequences of measuring. *Proceedings of the 2nd Northumbria International Conference on Performance Measurement in Library and Information Services.* 7-11 September 1997. Newcastle: Information North. 39-45.

7.4.3 Italics

The general guideline regarding the reference list is to indicate the titles of **published works** in Italics. Examples include:

- **Journal**

    Cherry, J. 2011. Animal history meets social history: a new look at horses in South African history. *South African Journal of Science.* 107(1/2):5-6.

- **Web source**

    American Society of Civil Engineers. 2014. *Publishing books with ASCE: a guide for authors, editors, and committees.* DOI: http://dx.doi.org/10.1061/9780784478998.

- **Unpublished source**

    Bohler-Muller, N. & van der Merwe, C. 2011. The potential of social media to impact socio-political change on the African continent. (Unpublished).

- **Unpublished thesis**

    De la Rey, C.M. 1999. Career narratives of women professors in South Africa. Ph.D. Thesis. University of Cape Town.

Should you **mention** a title of a book, journal, newspaper or musical scores in the text (narrative) of your academic writing, the emphasis is on grammar rather than the referencing style, **use Italics** to indicate these sources.

    In an analysis of Tolkien's *Lord of the Rings* …
    In Shakespeare's *King Lear* …

7.5 Bibliographic management software

It is important to keep a detailed record of all the articles, conference papers, books and other sources that one consults for academic purposes. It is easy to misplace or forget some things that were read. Personal bibliographic management software tools such as *RefWorks* and *Endnote* allow users to download all the necessary bibliographic details about library materials (e.g. online journal articles, books, conferences and other sources) into one's own personal database and to construct lists of references quickly and easily. There are online tutorials and videos available for these products to show one how to use them, or one may ask a librarian for assistance. Alternatively, one may consider freely available or open access bibliographic management tools such as *Mendeley* or *Zotero*.

Reference examples UCT Author-Date

Books

The names of authors are shown with surname first. First names may be abbreviated to the initials, but be consistent. Sometimes, an organisation (e.g. United Nations) may function as an author; give the name of the organisation in the form that appears on the title page as the "author".

Book – single author

In-text example	Reference list example
Parenthetical citation: (Green, 2009:46) **Author's name as part of a sentence:** Green (2009:46) commented …	Green, D. 2009. *From poverty to power: how active citizens and effective states can change the world.* Auckland Park, South Africa: Jacana. ***Note:*** *If the lecturer prefers hanging indentation, indent the second and subsequent lines, for example:*
Direct quote: "Sanitation is often given little attention in national debates, due to a taboo on public discussion of the topic, leading to less spending" (Green, 2009:46). ***Note:*** *A colon should precede a specific page, chapter, column, heading, paragraph or other element of the cited work, which appears after the date.*	Green, D. 2009. *From poverty to power: how active citizens and effective states can change the world.* Auckland Park, South Africa: Jacana.

Book – two authors

If there are two or three authors, list them all in the order given at the beginning of an article; commas separate each of them, except the last one, which is preceded by an ampersand (&). The article will appear in the reference list under the surname of the first author.

In-text example	Reference list example
Parenthetical citation: (Segal & Holden, 2008:42) **Author's name as part of a sentence:** Segal and Holden (2008:42) commented… **Direct quote:** " … " (Segal & Holden, 2008:42).	Segal, L. & Holden, P. 2008. *Great lives, pivotal moments.* Auckland Park, South Africa: Jacana. ***Note:*** *Add the country of publication for lesser known locations.*

Book – three authors

In-text example	Reference list example
Parenthetical citation: (Picker, Griffiths & Weaving, 2002:4) **Author's name as part of a sentence:** Picker, Griffiths and Weaving (2002:4) commented that… **Direct quote:** " … " (Picker, Griffiths & Weaving, 2002:4).	Picker, M., Griffiths, C.L. & Weaving, A. 2002. *Field guide to insects of South Africa.* Cape Town: Struik.Bpp

Book – four or more authors

If there are more than three authors, only give the name of the first in an in-text citation, then add "and others" or "et al." (The Latin abbreviation for "and others"). However, the names of all authors to a maximum of eight should appear in the reference list. Add "et al." or "and others" after the eighth author, if there are more than eight authors.

In-text example	Reference list example
Parenthetical citation: (Boddy-Evans et al., 2006:8) **Author's name as part of a sentence:** Boddy-Evans et al. (2006:8) *Note:* *You may use* "and others" *instead of* "et al.", *however, be consistent.*	Boddy-Evans, M., Exelby, N., Kuschke, J., Daly, R. & Bristow, D. 2006. *Getaway's 1001 places to see before you die: places to go, things to do in Southern Africa.* Cape Town: Struik. *Note:* *The names of four or more authors should appear in the reference list to a maximum of eight. Add* **"et al."** *or* "and others" *after the* **eighth name** *when there are more than eight authors.*

Book produced by an editor rather than an author

An editor may be treated like an author, but attach the abbreviation "Ed." to the name, as the function of an editor is different from that of an author.

In-text example	Reference list example
(Templehoff, 2005:6)	Templehoff, J.W.N. Ed. 2005. *African water histories: transdisciplinary discourses.* Vanderbijlpark, South Africa: Vaal Triangle Faculty, North Western University.

Book produced by a group, e.g. corporation / organisation

In-text example	Reference list example
(Soweto Trust for Nurse Clinical Training, 2005:4)	Soweto Trust for Nursing Clinical Training. 2005. *Primary clinical care handbook.* 4th ed. Houghton, South Africa: Jacana.

Edition of a book other than the first

The edition should be mentioned unless it is the first edition. When there is no edition statement, you may assume that the work is a first edition.

In-text example	Reference list example
(Stuart & Stuart, 2006:4)	Stuart, C. & Stuart, T. 2006. *Field guide to the larger mammals of Africa.* Rev. 3rd ed. Cape Town: Struik.

Section or chapter in a book – one editor

In-text example	Reference list example
(Ruiters, 2009:105)	Ruiters, M. 2009. Collaboration, assimilation and contestation: emerging constructions of Coloured identity in post-apartheid South Africa. In *Burdened by race: Coloured identity in South Africa.* M. Adhikari, Ed. Cape Town: University of Cape Town Press. 104-133.

Section or chapter in a book – multiple editors

In-text example	Reference list example
(Shisana, Zungu & Peze, 2009:90)	Shisana, O., Zungu, N. & Peze, S. 2009. Poverty and HIV and AIDS. In *HIV/AIDS in South Africa 25 years on: psychosocial perspectives.* P. Rohleder, L. Swartz, S.C. Kalichman & L.C. Simbayi, Eds. London: Springer. 89-104.

Book series

In-text example	Reference list example
(Kirkaldy, 1996:9)	Kirkaldy, A. 1996. *The sea is in our blood: community and craft in Kalk Bay, c. 1880-1939.* (Archives yearbook for South African history). Pretoria: Government Printers.

e-Book – available on the Web

In-text example	Reference list example
(Kagwanja & Kondlo, 2009)	*Note:* *If the source must be read using a particular platform or software, such as Kindle or Adobe Digital Editions, add this if known. Do not add a description for open formats such as HTML or PDF.* Kagwanja, P. & Kondlo, K. Eds. 2009. *State of the nation: South Africa 2008.* Cape Town: HSRC Press. Available: http://www.hsrcpress.ac.za/product.php?productid=2231&cat=0&page=1&featured&freedownload=1 [2016, January 11].

e-Book - available from a library catalogue, electronic databases or open content

In-text example	Reference list example
	Note: *If the source must be read using a particular platform or software, such as Kindle or Adobe Digital Editions, add this if known. Do not add a description for open formats such as HTML or PDF.*

In-text example	Reference list example
(Miller & Brewer, 2003)	**Add a DOI identifier, if available:** Miller, R.L. & Brewer, J.D. Eds. 2003. *The A-Z of social research.* London, United Kingdom: SAGE Publications. DOI: 10.4135/9780857020024.
(Raju et al., 2015)	Raju, R., Adam, A., Johnson, G., Miller, C. & Pietersen, J. 2015. *The quest for deeper meaning of research support.* Cape Town: University of Cape Town Libraries. DOI: http://dx.doi.org/10.15641/0-7992-2526-6. *Note:* *Digital Object Identifier (DOI®) is a unique number that identifies electronic documents and other objects in the digital environment. As the DOI is permanent, there is no need to add the date accessed after the DOI number.*
(Noble, 1967)	**When there is no DOI identifier, add a stable URL/persistent link, if available:** Noble, D.W. 1967. *Historians against history: the frontier thesis and the national covenant in American historical writing since 1830.* New edition. Minneapolis, MN: University of Minnesota Press. Available: http://www.jstor.org/stable/10.5749/j.ctttt28q [2016, January 25]. *Note:* *In this example, JSTOR is the database and a persistent link is specified.*

In-text example	Reference list example
(Vacca, 2014)	When neither a DOI identifier, nor stable URL/persistent link, is known, add the catalogue or database name: Vacca, J. R. Ed. 2014. *Managing information security*. Waltham, MA: Syngress. Available: UCT Libraries Catalogue [2016, January 25]. *Note:* *In this example, the e-Book is available via UCT libraries' catalogue in PDF format.*
(Davis & Anderson, 2013)	Davis, C. & Anderson, J. 2013. *Wetland techniques* [Adobe Digital Editions]. Dordrecht, Netherlands: Springer. Available: EBSCOHost eBook Collection [2016, January 25]. ***Note:*** *In this example, EBSCOHost eBook Collection is the database and an e-Reader version is required, thus the format is mentioned.*

Note:

If there is no identifiable author, editor or responsible corporate body, use the first significant word of the title of the work. Ignore "A", "An" or "The" at the beginning of a title.

The convention is that Italic type is used to indicate a title of a published work.
If the lecturer prefers, you may indent the second and all subsequent lines so that each reference is a hanging indentation, however, this is not mandatory.

List the first place of publication appearing on the title page. Add the country of publication for lesser known locations, for example: "Auckland Park, South Africa"

Other books eg. Reference works

Dictionary – with author or editor

In-text example	Reference list example
(Tshabe & Shoba, 2006:19)	Tshabe, S.L. & Shoba, F.M. Eds. 2006. The greater dictionary of isiXhosa. V.1. Alice, South Africa: University of Fort Hare.

Dictionary – an entry or article without an author or editor

In-text example	Reference list example
("Radiation", 2003:1730-1731)	"Radiation". *McGraw-Hill dictionary of scientific and technical terms.* 2003. 6th ed. New York: McGraw-Hill.

Encyclopaedia – an article with an author

In-text example	Reference list example
(Klemm, 2008:248)	Klemm, P.M. 2008. Cosmetics and body painting. In *New encyclopedia of Africa*. V. 1. J. Middleton & J.C. Miller, Eds. Detroit: Gale. 247-249. ***Note:*** *This entry appears in volume one of the particular encyclopaedia and follows the title.*

Encyclopaedia – an article without an author

In-text example	Reference list example
("AIDS", 2011: "Transmission") ***Note:*** *A specific page, chapter, column, heading, paragraph or other element of the cited work follows the date; it should be preceded by a colon.*	"AIDS". *Encyclopaedia Britannica online*. 2011. Chicago: Encyclopaedia Britannica. Available: http://www.britannica.com/EBchecked/topic/10414/AIDS [2016, January 25]. ***Note:*** *For online publications, include the place of publication and the publisher, if known.*

Pamphlet

In-text example	Reference list example
(City of Cape Town: 2005:9)	City of Cape Town. 2005. *City of Cape Town heritage pamphlet.* Cape Town: City of Cape Town. ***Note:*** *Treat pamphlets as books if they have a place of publication and a publisher. However, if the place of publication and the publisher are not known, treat pamphlets as unpublished material.* (See also: "**UNPUBLISHED MATERIALS**")

Patent[1]

In-text example	Reference list example
U.S. Patent No. 123 445 (Smith, 1988) states… ***Note:*** *The patent number is followed by the reference indicator.*	Smith, I.M. 1988. *U.S. Patent No. 123 445.* Washington, DC: Patent and Trademark Office.

Reprints

In-text example	Reference list example
(Drew, Fry & Jackson, 2014/1947) ***Note:*** *Cite the year of the version you have read first, followed by the date of the original work.*	Drew, J., Fry, M. & Jackson, I. 2014. *Village housing in the tropics.* London: Routledge. (Original work published 1947). ***Note:*** *When citing reprints, use the date of the version you have read. Add the date of the original work at the end of the reference.*

Report

In-text example	Reference list example
(Von Schirnding & Fuggle, 1986: 45)	Von Schirnding, Y & Fuggle, R.F. 1986. *Exposure to lead amongst urban school children in Cape Town.* (Research report 9/86/13). Rondebosch, South Africa: Environmental Evaluation Unit, University of Cape Town. ***Note:*** *Reports appear in many different forms, e.g. as a book, journal article, series, government publication or online publication. Treat a report in a manner appropriate to its form.*

Standard

In-text example	Reference list example
SANS 60335-2-15 (South African National Standards, 2009:23, para. 10) states … ***Note:*** *The Standard number is always followed by the reference indicator; and, if known, the page number(s), and then the paragraph number(s) are added.*	South African National Standards. 2008. *Household and similar electrical appliances - safety: part 2-15: particular requirements for appliances for heating liquids.* (SANS 60335-2-15:2009). Pretoria: SANS.

Translation

In-text example	Reference list example
(Couto, 2010:11)	Couto, M. 2010. *The blind fisherman.* Translated by David Brookshaw. Johannesburg: Penguin Books.

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[1] Adapted from American Psychological Association. 2010. *Concise rules of the APA style.* Washington, DC: American Psychological Association.

Treaties, Declarations & Charters

In-text example	Reference list example
The *Athens Charter for the Restoration of Historic Monuments (Athens Charter*, 1931)	*Athens Charter for the Restoration of Historic Monuments.* 1931. Adopted at the First International Congress of Architects and Technicians of Historic Monuments. Athens. Available: http://www.icomos.org/en/charters-and-texts/179-articles-en-francais/ressources/charters-and-standards/167-the-athens-charter-for-the-restoration-of-historic-monuments [2016, January 18].

Literary works

Classical work

In-text example	Reference list example
(*Qur'an* 4:3) (1 John 1:4, *New International Version*) **Note:** *For the Bible, add the version, e.g. New International Version.*	Major classical works, such as Greek, Roman or religious works should only be included as in-text citations and should not be added to the reference list. **Note:** *Make sure that you use the style stipulated by your Department and apply it consistently. For instance, a number of School of Languages and Literatures departments use other referencing styles and may require that Classic Works be added to the reference list.*

Poetry – single author (poet)

In-text example	Reference list example
(Mkiva, 2000:27, line 108) **Note:** *Add the page number, followed by the number(s) of the cited line(s)*	Mkiva, Z. 2000. An inquiry. In *Railway poetry*. Scotsville, South Africa: Flame Tree Media.

Poetry – anthology

In-text example	Reference list example
(Clough, 2010:42, line 108) **Note:** *Add the page number, followed by the number(s) of the cited line(s).*	Clough, M. 2010. Luck. In *Difficult to explain*. F. Dowling, Ed. Athlone, South Africa: Hands-On Books. 42.

Plays

Major classical works, such as Greek, Roman or religious works should only be included as in-text citations and should not be added to the reference list.

In-text example
First in-text citation: Shakespeare's *King Lear* (Act 3, Scene 2, Line 22) Subsequent in-text citations: *King Lear* (Act 3, Scene 2, Line 22) ***Notes:*** • *Use the name of the author (e.g. Shakespeare) for the first citation, for subsequent in-text citations the name of the author may be replaced with the title (e.g. King Lear). Italicize the titles of the work.* • *Use Arabic numerals (1, 2, 3) rather than Roman numerals (I, II, III) for all reference numbers.* • *If a prose quotation runs for no more than four lines (40 words or less), put it in quotation marks and incorporate it in the text.* • *Use block quotations for more than four lines.* *When quoting a single verse, put it in quotation marks within the text. Use a slash with a space on each side* [/] *when including more than one line of a verse.*

Plays - critique and reinterpretation

In-text example	Reference list example
Craig (1942) citing Shakespeare's *King Lear*, examines the … ***Note:*** *Here the emphasis is on the fact that you are citing a critical work, rather than literary work itself.*	Craig, W.J. Ed. 1942. *King Lear*. 7th ed. London: Methuen.

Journals

Things to remember:
- Articles are listed by the surname of the first author as listed at the beginning of an article.
- **The title of the journal or newspaper is italicised. In addition, all nouns used in the title should be capitalised.**
- Give the volume and issue numbers of the journal, followed by the page number, or the beginning and end pages if it covers more than one page.
- By adopting the fixed sequence of: volume (issue number): starting page - end page, it is not necessary to use the abbreviations vol.; no., pp. or p. to indicate these elements of a journal reference.

Journal Article – single author

In-text example	Reference list example
(Van Wilgen, 2009:335)	Van Wilgen, B.W. 2009. The evolution of fire and invasive alien plant management practices in fynbos: review article. *South African Journal of Science.* 105(9-10):335-342.

Journal Article – two authors

If there are two or three authors, list them all in the order given at the beginning of an article; commas separate each of them, except the last one, which is preceded by an ampersand (&).

In-text example	Reference list example
(Jiyane & Mostert, 2010:60)	Jiyane, V. & Mostert, J. 2010. Use of information and communication technologies by women hawkers and vendors in South Africa. *African Journal of Library, Archives and Information Science.* 20(1):53-61.

Journal article – three authors

In-text example	Reference list example
(Berry, Robertson & Campbell, 2005:180)	Berry, M.G., Robertson, B.L. & Campbell, E.E. 2005. Impact of cutting and collecting firewood associated with informal settlement in the south-eastern Cape coastal zone. *South Africa Journal of Botany*. 71(2):179-190.

Journal Article – four or more authors

If there are more than three authors, only give the surname of the first in the in-text citations, then add "and others", or "et al." The latter is the Latin abbreviation for "and others". A maximum of eight authors should appear in the reference list. If there are more than eight authors, add "et al.", or "and others" after the eighth author.

In-text example	Reference list example
(Calver et al., 2010:266)	Calver, A.D., Falmer, A.A., Murray, M., Strauss, O.J., Streicher, E.M., Hanekom, M. Liversage, T., Masibi, M. et al. 2010. Emergence of increased resistance and extensively drug-resistant tuberculosis despite treatment adherence, South Africa. *Emerging Infectious Diseases*. 16(2):264-271. ***Note:*** *List authors to a maximum of eight in the reference list. Add* **"et al."** *or* "and others" *for more than eight authors, after the eighth author.*

Journal article – two or more articles by the same author(s), in a single year

In-text example	Reference list example
	Assign letter suffixes (a, b, c, d and so forth) to the year when an author has several items that were published in the same year in the reference list.

In-text example	Reference list example
(Noakes, 2011a:277)	Noakes, T.D. 2011a. Is it time to retire the A.V. Hill model? A rebuttal to the article by Professor Roy Shephard. *Sports Medicine*. 41:263-277.
(Noakes, 2011b:35)	Noakes, T.D. 2011b. Time to move beyond a brainless exercise physiology: the evidence for complex regulation of human exercise performance. *Applied Physiology, Nutrition & Metabolism*. 36(1):23-35.

Journal article – available from electronic databases

In-text example	Reference list example
(Cherry, 2011:5)	**Add a DOI identifier, if available:** Cherry, J. 2011. Animal history meets social history: a new look at horses in South African history. *South African Journal of Science*. 107(1/2):5-6. DOI:10.4102/sajs.v107i1/2.495. ***Note:*** *A Digital Object Identifier (DOI®) is a unique number that identifies electronic documents and other objects in the digital environment. As the DOI is permanent, there is no need to add the date accessed in square brackets after the DOI number.*
(Digby, 2005:427)	**When there is no DOI identifier, add a stable URL/persistent link/permalink, if available:** Digby, A. 2005. Early black doctors in South Africa. *The Journal of African History*. 46(3):427-454. Available: http://www.jstor.org/stable/10.2307/4100639 [2016, January 10].

In-text example	Reference list example
	Note: *A stable URL is shown in the example above.* *(Databases, such as **JSTOR** will generally specify if the URL is stable. Other unique identifiers include: permanent links, PURL (persistent universal resources locators) or Jumpstart.*
(Magubane, 1989:3)	**When no unique identifier can be located, add the database/portal name:** Magubane, B. 1989. The political economy of the South African revolution. *African Journal of Political Economy.* 1(1): 1-28. Available: African e-Journals Project [2016, January 20].
Add a DOI identifier, if available. A DOI number is a unique number that identifies electronic documents and other objects in the digital environment. The majority of recently published articles have DOI numbers. (If you have a DOI number but do not have the details of the matching article, go to http://www.doi.org/ to find the article belonging to the DOI number. On the other hand, to find a DOI number for an article, go to http://www.crossref.org.)	

Journal article – electronic

In-text example	Reference list example
(Parry, 2011)	Parry, D. 2011. Mobile perspectives: on teaching mobile literacy. *Educause Review.* 46(2). Available: http://www.educause.edu/EDUCAUSE+Review/EDUCAUSEReviewMagazineVolume46/iMobilePerspectivesOnteachingi/226160 [2016, January 10].

Journal article – abstract only

In-text example	Reference list example
(Hanekom et al., 2010)	**Try to find the full article, however, if this is not possible, cite the abstract**. Hanekom, W.A., Lawn, S.D., Dheda, K. & Whitelaw, A. 2010. Tuberculosis research update [Abstract]. *Tropical Medicine and International Health.* 15(8):981-989.

Journal supplement

In-text example	Reference list example
(Becker, 1986:26)	Becker, W.B. 1986. HTLV-III infection in the RSA. *South African Medical Journal.* Suppl. (October, 11):26-27.

Journal article – letter to the editor

In-text example	Reference list example
(Navarro, 2010:915)	Navarro, J.L. 2010. Foreign language abstracts in scientific journals: please write them well [Letter to the editor]. *The Journal of Wildlife Management.* 74(5):915–916. DOI: 10.2193/2009-391.

Journal article – special issue

In-text example	Reference list example
(Nielsen, 2010:1050)	Nielsen, R. 2010. Genomics in search of rare human variants. 1000 genomes pilot study. *Nature* [Special issue]. 467(7319):1050-1051. DOI:10.1038/4671050a.
(Kim, 2000:4)	Kim, H.C. 2000. Therapeutic pediatric apheresis. *Journal of Clinical Apheresis* [Special issue: Clinical Applications of Therapeutic Apheresis]. 15(1-2):1-5. DOI:10.1002/(SICI)1098-1101.

In-text example	Reference list example:
	Note: *Add a DOI identifier, if available. As the DOI is permanent, there is no need to add the date accessed in square brackets after the DOI number.*

Magazine – without a volume or issue number

In-text example	Reference list example
(Beckman, 2005:2)	Beckman, M.Y. 2005. Y did the chromosome cross the road? *Science Now.*7 November. 203. Available: http://news.sciencemag.org/sciencenow/2005/11/07-02.html?ref=hp [2014, December 10].

Journal article – forthcoming / in press

In-text example	Reference list example
(Kim, Metcalfe, & Velando, 2015)	Kim, S-Y., Metcalfe, N. B. & Velando, A. 2015. A benign juvenile environment reduces the strength of antagonistic pleiotropy and genetic variation in the rate of senescence. *Journal of Animal Ecology.* (in press). DOI: 10.1111/1365-2656.12468. ***Note****: Use "in press" if an article has been **peer-reviewed and accepted for publication**, but still requires volume, issue/part and page numbers. Add a DOI identifier if available.*

Institutional repositories

Things to remember:

- Institutional repository (IR) collections are digital collections of openly accessible academic writing and other forms of creations within universities or research institutions (EnablingOpenScholarship, n.d.).
- IRs have many different forms, e.g. presentations, dissertations, theses, manuscripts, books, lecturer notes or journal articles. Treat each output in a manner appropriate to its form.
- IRs typically use a handle or DOI as permanent identifiers of digital objects, such as journal articles, but such a DOI is not necessarily the same as that assigned by the for-profit publisher.
- With regard to journal articles, there are different versions in the development process of a journal article. Within the Open Access environment, preprints are seen as the version **before peer review** and postprints **after peer review**. Always cite the published version of a journal article, however should you need to cite a postprint, add the repository's handle. **It is not advisable to cite pre-print articles, as they might be in the early stages of their development.**
- In terms of *appearance* post-prints might not be the same as the published article, as publishers often reserve for themselves rights in their own arrangement of type-setting and formatting." (OpenAIRE, 2015).

Postprint available from an institutional repository

In-text example	Reference list example
(Carrillo & Duvernay, 2015)	**With a DOI:** Carrillo, D. A. & Duvernay, S. M. 2015. The California Judiciary. *California Journal of Politics and Policy.* 7(4). DOI: 10.5070/P2cjpp7429126. **Example with a DOI and Institutional Repository's Handle/Permalink:** Carrillo, D. A. & Duvernay, S. M. 2015. The California Judiciary. *California Journal of Politics and Policy.* 7(4). DOI: 10.5070/P2cjpp7429126. Available: http://escholarship.org/uc/item/6cx5w2qr [2015, December 15]. *Note:* *If available, cite the published version of a journal article. Should you need to cite an institutional repository (IR) or self-archived version, add the Permalink or Handle. As illustrated in the **second** example above, the publishers DOI and IR's Handle are provided. The article was retrieved from the **eScholarship** institutional repository of the University of California.*

In-text example	Reference list example
(De Jager, 2015: 4) *Note:* *The pagination might be different from the published version. The word "Postprint", in the reference example as well as the presence of an institutional handle will alert the reader that the pagination might different for in-text citations, as is clear in the example above.*	**Published version:** De Jager, Karin. 2015. Place matters: undergraduate perceptions of the value of the library. *Performance Measurement and Metrics.* 16(3):289-302. DOI10.1108/PMM-08-2015-0021. **Post-print:** De Jager, Karin. 2015. Place matters: undergraduate perceptions of the value of the library. *Performance Measurement and Metrics.* 16(3):289-302. DOI10.1108/PMM-08-2015-0021. Postprint. Available: http://hdl.handle.net/11427/15782 [2016, January 22]. *Note:* *If available, cite the published version of a journal article. A number of publishers support authors' voluntary deposit of pre-prints or post-prints into their institutional repository as long as all the metadata (article title, journal name, volume, issue, pagination, DOI) appear. Should you need to cite an institutional repository (IR) or self-archived version, add the Permalink or Handle.*

Newspapers

Daily newspaper – article, with author

In-text example	Reference list example
(Chauke, 2010:5)	Chauke, A. 2010. SA braces for Google television. *The Times* (Johannesburg). 19 November: 5.

Online newspaper – article, with author

In-text example	Reference list example
(Pepitone, 2013)	Pepitone, J. 2013. Interim BlackBerry CEO could get $87 million. *CNNMoney*. 12 November. Available: http://money.cnn.com/2013/11/12/technology/mobile/blackberry-john-chen-salary/index.html [2016, January 25].

Online newspaper – available from electronic databases

In-text example	Reference list example
("Carving space for other voices", 2016)	Carving space for other voices. 2016. *Cape Times*. 25 January. Available: Pressreader [2016, January 26].

Online newspaper – article, no author

In-text example	Reference list example
Parenthetical citation: ("Ikea brand worth …", 2012) **Citation in which the title is part of a sentence:** "Ikea brand worth …" (2012) **Note:** *Use the first significant words of the title. Usually, **three words** are enough for in-text citations. Use ellipses for longer titles to indicate the omission of words.*	Ikea brand worth 9 billion euros? 2012. *BusinessReport*. 9 August. Available: http://www.iol.co.za/business/companies/ikea-brand-worth-9-billion-euros-1.1359636#.UTYVl6JT6z4 [2016, January 23]. ***Note:*** *If there is no author, use the **title of the article** as first element of the reference entry.*

Weekly newspaper– article, no author

In-text example	Reference list example
Parenthetical citation: ("Commemoration after closet-torching", 2010:2) **Citation in which the title is part of a sentence:** "Commemoration after closet-torching" (2010:2) … **Note:** *Use the first significant words of the title. Usually, three words are enough for in-text citations. Use ellipses for longer titles to indicate the omission of words.*	Commemoration after closet-torching. 2010. *Monday Paper*. 29(15). 11-24 October: 2. ***Note:*** *If there is no author, use the **title of the article** as first element of the reference entry.*

Websites

Examples of references to online maps, online computer programs and various other online material are covered under separate headings.

Citations for electronic resources are essentially no different from other citations; the reader needs clear instructions where to find an item. Since data held electronically may be moved, hyperlinks can become obsolete and documents sometimes disappear, it is necessary, therefore, to show the date that you accessed a website in order to indicate how recently the link was still functioning.

- Name the originator(s) of the document or the part of a document you are referring to.
- Date of publication of an electronic source is the copyright date, or date on which the document was produced or last updated.
- Title of the publication (and also the title of the whole publication, if it is part of a larger work, e.g. an article in a journal, or a paper in an edited collection.)
- Publication details: if the item is a book - Place of publication and Publisher; if the item is a journal - Volume and/or issue number. For an electronic resource give the uniform resource locator (URL). If the URL is very long, it may be written on two lines, but try to break a line only where a punctuation mark occurs and **do not add a hyphen**, as this will alter the URL.

Things to remember:
- Electronic information may be found on the listservers of interest groups, blogs, social media websites, published on CD-ROM or DVD discs, in electronic databases or on the Web.
- Information published electronically may also be published in a paper format.
- Give page numbers when they are available (e.g. pdf. files, Word documents, journal articles which are also available in print); give paragraph numbers if they are given (i.e. don't go and count them). To indicate paragraph numbers either use the abbreviation "para." or the paragraph sign "¶". The lack of page numbers is not a serious problem with electronic texts, as most browsers have a 'search' function. **Chapter headings or other identifiable elements of a work may also be used to identify the exact location of the cited section.**

Where electronic resources also exist in a paper format, provide details of the printed and the electronic versions, as the details of the paper version may be needed to find the electronic version in a database.

Website – single author

In-text example	Reference list example
(Grant, 2008)	Grant, K. 2008. *Concentrated solar power in South Africa*. Available: http://www.eprg.group.cam.ac.uk/wp-content/uploads/2014/01/concentrated-solar-power-in-south-africa.pdf [2016, January 26].

Website – group or corporate author

In-text example	Reference list example
1st parenthetical citation: (Organisation for Economic and Co-operation and Development [OECD], 2009) Subsequently: (OECD, 2009) **Mention of the group's name in a sentence:** 1st citation: Organisation for Economic and Co-operation and Development (OECD, 2009) … Subsequently: OECD (2009) … **Note:** *If understandable, the names of group or corporate authors may be abbreviated in the second and subsequent citations.*	Organisation for Economic and Co-operation and Development. 2009. *Composite leading indicators (CLIs), OECD, August 2013.* Available: http://www.oecd.org/std/leading-indicators/compositeleadingindicatorsclisoecdaugust2013.htm [2016, January 26].

Website – no author

In-text example	Reference list example
Parenthetical citation: ("Hope for new …", 2012) **Note:** *Use the first significant words of the title. Usually, three words are enough for in-text citation. Use ellipses for longer titles to indicate the omission of words.*	*Hope for new treatment of brain disease.* 2012. Available: http://www.newshd.net/brain/467/hope-for-new-treatment-of-brain-disease-2/ [2016, January 10]. ***Note:*** *If known, give the name of the organisation responsible for the webpage, e.g. United Nations. If there is no author, use the **title** as first element of the reference entry.*

Website – no date

In-text example	Reference list example
1st parenthetical citation: (Africa Union Commission [AUD], n.d.) **Subsequent parenthetical citation:** (AUD, n.d.)	Africa Union Commission. n.d. *Southern African Development Community (SADC)*. Available: http://www.au.int/en/recs/sadc [2016, January 20].

Conferences

Things to remember:
- A conference paper is an individual paper presented at a conference.
- Conference Proceedings are a collection of papers from a particular conference.

Conference – paper by single author

In-text example	Reference list example
(Poll, 1998:40)	Poll, R. 1998. The house that Jack built: the consequences of measuring. *Proceedings of the 2nd Northumbria International Conference on Performance Measurement in Library & Information Services.* 7-11 September 1997. Newcastle: Information North. 39-45.

Online conference – paper by a single author

In-text example	Reference list example
(Todani, 2008:101)	Todani, K. 2008. Commentary: capital flows, current-account adjustment and monetary policy in South Africa. *Proceedings of the conference on "Challenges for Monetary Policy-makers in Emerging Markets"*. 29-31 October 2008. 101-105. Available: http://www2.resbank.co.za/internet/Publication.nsf/LADV/072E4C59DA1B6C5542257601002B26AC/$File/Challenges%20for%20Monetary%20Policy-makers.pdf [2016, January 20].

Conference Proceedings

In-text example	Reference list example
(Claire et al., 2009)	Claire, O.M., Daniel, S., Peter, R. & Angelique, D. Eds. 2009. *Proceedings of the 9th International Conference on Computer Supported Collaborative Learning*. 8-13 June 2009. University of the Aegean, Rhodes, Greece: International Society of the Learning Sciences.

Government publications

Legislation

Things to remember:

- Use the name of the Act, Bill or Regulations followed by the publication details to Reference Acts, Regulations and Bills.
- Use abbreviations for in-text citation of sections, subsections, paragraphs and subparagraphs: chapter = chap, section = s, sections = ss, subsection = subsec, paragraph = para, subparagraph = subpara, article = art. (Plurals: subsecs, paras, subparas, arts.), **except at the beginning of a sentence.**
- Should you need to reference legislation of countries, other than South Africa, add the name of the country or jurisdiction after the publication details, e.g. (Botswana), (Zimbabwe), and (Canada).
- Additional examples can be found in the writing guide for law students, available from the Law Library's webpage:
  University of Cape Town. Faculty of Law. 2014. *Research, writing, style and referencing guide: 2014.* Available: http://www.law.lib.uct.ac.za/sites/default/files/image_tool/images/60/reso urces/Research-Writing-Style-and-Referencing-Guide-2014.pdf [2016, January 10].

Act – single act published in the Government Gazette, no amendments

In-text example	Reference list example
(*Labour Relations Act, No. 66 of 1995,* 1995:chap1)	Labour Relations Act, No. 66 of 1995. 1995. *Government gazette.* 366(16861). 13 December. Government notice no. 1877. Cape Town: Government Printer.

Act – single amendment act published in the Government Gazette

In-text example	Reference list example
(*Labour Relations Amendment Act, No. 12 of 2002,* 2002:s7)	Labour Relations Amendment Act, No. 12 of 2002. 2002. *Government gazette.* 444(23540). 24 June. Government notice no. 848. Cape Town: Government Printer.

Act - single act published on its own

In-text example	Reference list example
(*Public Procurement Act, No. 8 of 2003,* 2003:s1)	*Public Procurement Act, No. 8 of 2003.* 2003. Zomba: Government Printer. (Malawi)

Act - single act published on a website

In-text example	Reference list example
(*Labour Relations Amendment Act, No. 12 of 2002,* 2002:s7)	*Labour Relations Amendment Act, No. 12 of 2002.* 2002. Available: http://www.treasury.gov.za/legislation/acts/2002/a12-02.pdf [2016, January 10].

Act – amended act, published as a single volume

In-text example	Reference list example
(*Labour Relations Act, No. 66 of 1995, as amended,* 2009:chap1)	*Labour Relations Act 66 of 1995, updated 2009, including the CCMA rules.* 2009. Wetton, Cape Town: Juta Law. ***Note:*** For date of publication, use that of the latest update of the consolidated law.

Act - amended act, published in consolidated volumes of statutes

In-text example	Reference list example
(*Labour Relations Act, No. 66 of 1995, as amended,* 2010:chap1)	Labour Relations Act, No. 66 of 1995, as amended. 2010. *Statutes of the Republic of South Africa, classified and annotated from 1910*, Vol. 20. Durban: Butterworths. ***Note:*** For date of publication, use that of the latest update of the consolidated law and not the act itself.

Act – amended act, published in a database of consolidated statutes

In-text example	Reference list example
(*Labour Relations Act, No. 66 of 1995, as amended,* 2013:chap1)	*Labour Relations Act, No. 66 of 1995, as amended.* 2013. Available: Sabinet Legal [2016, January 10]. ***Note:*** In this example, the date of publication is that of the **latest amendment** to the act; available from the Sabinet Legal database.

Bill – as first published

In-text example	Reference list example
(*Labour Relations Amendment Bill, No. 77D of 2001,* 2001:s7)	*Labour Relations Amendment Bill, No. 77D of 2001.* 2001. Cape Town: Government Printers.

Bill - online

In-text example	Reference list example
(*Labour Relations Amendment Bill, No. 77D of 2001*, 2001:s7)	*Labour Relations Amendment Bill, No. 77D of 2001.* 2001. Available: http://www.polity.org.za/article/labour-relations-amendment-bill-b-77d2001-2001-05-10 [2016, January 10].

Bill – published database access

In-text example	Reference list example
(*Labour Relations Amendment Bill, No.77D of 2001*, 2001:s7)	*Labour Relations Amendment Bill, No.77D of 2001.* 2001. Available: Sabinet Legal Legal [2016, January 10].

Draft Bill

In-text example	Reference list example
(*Intellectual Property Rights from Publicly Financed Research Bill,* 2007:s4)	*Intellectual Property Rights from Publicly Financed Research Bill* [Draft]. 2007. Pretoria: Department of Science and Technology.

Draft Bill – published in the Government Gazette

In-text example	Reference list example
(*Draft Science and Technology Laws Amendment Bill,* 2010:101)	Draft Science and Technology Laws Amendment Bill. 2010. *Government gazette.* 543(33518). 10 September. General notice no. R866. Pretoria: Government Printers.

Regulation – published in the Government Gazette

In-text example	Reference list example
(*Labour Relations Act, No. 55 of 1995. Regulation,* 2003:102)	Labour Relations Act, No. 66 of 1995. Regulation. 2003. *Government gazette.* 460(25515). 10 October. Government notice no. R1442. Pretoria: Government Printer. ***Note:*** In this example, the date of publication is that of the Regulation stated in the Government Gazette.

Regulation –database access

In-text example	Reference list example
(*Labour Relations Act, No. 66 of 1995. Regulations, as amended,* 2008:4)	*Labour Relations Act, No. 66 of 1995. Regulations, as amended.* 2008. Available: Sabinet Legal [2016, January 10]. ***Note:*** In this example, the date of publication reflects the latest amendment in a database.
Note: When appropriate, add page number, Section(s), Subsection(s), Chapter(s), Part(s) or Schedule(s)	

Other government publications

Things to remember:
As an author, in principle, use the official name of the country followed by the full name of the government department. However, in order to avoid a long list of references under "South Africa", shorten the references to just the name of the department. The corresponding in-text citation may be shortened (except for the first time) when there is an identifiable abbreviation in common use, for example, DEAT for the Department of Environmental Affairs and Tourism.

Example:
  Full reference:
  South Africa. Department of Environmental Affairs and Tourism. 1999. *White paper on environmental management policy*. Pretoria: Department of Environmental Affairs and Tourism.

  May be shortened to:
  Department of Environmental Affairs and Tourism. 1999. *White paper on environmental management policy*. Pretoria: Department of Environmental Affairs and Tourism.

  1st parenthetical in-text citation:
  (Department of Environmental Affairs and Tourism [DEAT], 1999:6)

  Subsequent parenthetical in-text citations:
  (DEAT, 1999:6)

The official name, "Republic of South Africa", is rarely used in references. The author-date convention is not well suited for referencing government publications. Additional examples may be found in the writing guide for law students, available from the Law Library's webpage. **University of Cape Town. Faculty of Law. 2014. *Research, writing, style and referencing guide: 2014.* Available: http://www.law.lib.uct.ac.za/sites/default/files/image_tool/images/60/resources/Research-Writing-Style-and-Referencing-Guide-2014.pdf [2016, January 10].**

Annual report

In-text example	Reference list example
(Department of Labour, 2008:3)	Department of Labour. 2008. *Annual reports 2007/2008-2009/2010*. Pretoria: Government Printer.

Book (government publication) - produced by a corporate author

In-text example	Reference list example
1st parenthetical citation: (Department of Agriculture. Directorate: Agricultural Production Economics [Department of Agriculture], 2005:4) **Subsequent parenthetical citation:** (Department of Agriculture, 2005:4)	Department of Agriculture. Directorate: Agricultural Production Economics. 2005. *Some agricultural economic concepts*. Pretoria: Department of Agriculture.

Book (government publication) – a single volume within a multi-volume work

In-text example	Reference list example
(Department of Human Settlements, 2009:8)	Department of Human Settlements. 2009. *National housing code, 2009*. Vol. 1, Simplified guide to the national housing code: the policy context. Pretoria: Department of Human Settlements.

Case

In-text example	Reference list example
(*Boesak v Minister of Home Affairs*, 1987:684H)	*Boesak v Minister of Home Affairs,* 1987 (3) SA 665 (C).

Conference

In-text example	Reference list example
1st parenthetical citation: (United Nations [UN], 2009:3)	United Nations. 2009. *Conference on the World Financial and Economic Crisis and Its Impact on Development*. New York, 24-30 June 2009. New York: United Nations.

Debates/Hansard

In-text example	Reference list example
Parenthetical citation: (Parliament. National Assembly, 2008:col. 7851) ***Note:*** *The date is followed by a colon and the specific page, chapter, column, heading, paragraph or other element of the cited work, if appropriate.*	Parliament. National Assembly. 2008. *Debates of the National Assembly (Hansard), fifth session, third Parliament.* 119(21 October -21 November). Cape Town: Parliament.

Financial document

In-text example	Reference list example
(National Treasury, 2010:4)	National Treasury. 2010. *Estimates of national expenditure, 2010*. Pretoria: National Treasury.

International organisation

In-text example	Reference list example
1st parenthetical citation: (United Nations Conference on Trade and Development. Secretariat [UNCTAD], 2010:4) **Subsequent parenthetical citations:** (UNCTAD, 2010:4)	United Nations Conference on Trade and Development. Secretariat. 2010. *Maximizing synergies between foreign direct investment and domestic investment for development: enhancing productive capacities*. Geneva: United Nations Conference on Trade and Development.

Journal article

In-text example	Reference list example
(Werunga, 2008:352)	Werunga, M. 2008. A hundred years of working parliament in Kenya. *The Parliamentarian*. 89(4):352-710.

Online series

In-text example	Reference list example
(Department of Health, 2008:12)	Department of Health. 2008. The burden of cryptococcosis in South Africa. *Statistical Notes*. February: 1-14. Available: https://web.archive.org/web/20110619170939/http://doh.gov.za/facts/stats-notes/2008/cryptococcosis.pdf [2016, January 10].

Policy document (e.g. Green papers, White papers)

In-text example	Reference list example
1st parenthetical citation: (Department of Environmental Affairs and Tourism [DEAT], 1999:6) **Subsequent parenthetical citations:** (DEAT, 1999:6)	Department of Environmental Affairs and Tourism. 1999. *White paper on environmental management policy*. Pretoria: Department of Environmental Affairs and Tourism.
1st parenthetical citation: (Department of Environmental Affairs [DEA], 2010) **Subsequent parenthetical citations:** (DEA, 2010:6)	Department of Environmental Affairs. 2010. *National climate change response green paper*. Pretoria: Department of Environmental Affairs.

Map

Note:

See separate section for Maps.

Media release

In-text example	Reference list example
(Department of Environmental Affairs, 2010)	Department of Environmental Affairs. 2010. *South Africa welcomes the outcomes of the Convention on Biological Diversity held in Japan.* 31 October 2010. Available: https://www.environment.gov.za/mediastatement/ biodiversity_convention_outcomes [2016, January 10].

Report of a commission of inquiry

In-text example	Reference list example
1st parenthetical citation: (Commission of Inquiry into Alleged Incidents of Corruption , Maladministration, Violence or Intimidation in the Department of Correctional Services [Jali Commission], 2005:4) **Subsequent parenthetical citations:** (Jali Commission, 2005:4) ***Note:*** *Some commissions of inquiry are readily identifiable by the chairperson's surname; you may use the surname, as shown above.*	Commission of Inquiry into Alleged Incidents of Corruption, Maladministration, Violence or Intimidation in the Department of Correctional Services. 2005. *Commission of Inquiry into Alleged Incidents of Corruption, Maladministration, Violence or Intimidation in the Department of Correctional Services appointed by order of the President of the Republic of South Africa in terms of proclamation no. 135 of 2001, as amended: final report: executive summary*. (Chairman: T.S.B. Jali) Durban: Jali Commission of Inquiry into the Department of Correctional Services.

Report of a committee of inquiry

In-text example	Reference list example
Parenthetical citation: (Committee of Inquiry into a Comprehensive Social Security System for South Africa, 2002:5)	Committee of Inquiry into a Comprehensive Social Security System for South Africa. 2002. *Report of the Committee of Inquiry into a Comprehensive Social Security System for South Africa*. Cape Town: Alliance for Children's Entitlement to Social Security.

Report of a parliamentary committee

In-text example	Reference list example
1st parenthetical citation: (Great Britain. Parliament. House of Commons. Foreign Affairs Committee. [Foreign Affairs Committee], 2004:29) **Subsequent parenthetical citations:** (Foreign Affairs Committee, 2004:29)	Great Britain. Parliament. House of Commons. Foreign Affairs Committee. 2004. *South Africa: fifth report of Session 2003-04: report together with formal minutes, oral and written evidence.* (HC; 117.) London: Stationery Office.

Research report

In-text example	Reference list example
(Reinecke, 2007:6)	Reinecke, M.K. 2007. *The nature and invasion of riparian vegetation zones in the South Western Cape.* (WRC report; no. 1407/1/07). Gezina, South Africa: Water Research Commission.

Series

In-text example	Reference list example
(Hellen, 2000:5)	Hellen, D. 2000. *National Aquatic Ecosystem Biomonitoring Programme: ecological reference condition project: field manual: general information, catchment condition, invertebrates and water chemistry.* (NAEBP report series no. 10). Pretoria: Department of Water Affairs and Forestry.

Speech

In-text example	Reference list example
(Xingwana, 2010)	Xingwana, L. 2010. *Parliamentary media briefing by the Minister for Women, Children and Persons with Disabilities Ms Lulu Xingwana.* Cape Town, 17 November 2010. Available: http://www.gov.za/parliamentary-media-briefing-minister-women-children-and-persons-disabilities-ms-lulu-xingwana-cape [2016, January 24].

Treaties, Declarations & Charters – governmental organisations

In-text example	Reference list example
(United Nations, 1945)	United Nations. 1945. *The Charter of the United Nations.* 26 June, San Francisco. Available: http://www.un.org/en/charter-united-nations/index.html [2016, January 12]. ***Note:*** Charter or treaties signed by a country, international governmental organisation or groups of countries are listed under the name of the organisation or country.

<u>**Unpublished documents**</u>

Things to remember:
- **The titles of unpublished works are not underlined or italicised.**

Add the term "(Unpublished)" at the end of a reference, if this is not obvious or **easy to establish.**

Course lecture, course/lecture notes, course manuals

In-text example	Reference list example
(De Jager, 2005)	De Jager, K. 2005. Quality, authority control and content evaluation in large databases [LIS513 Lecture notes]. Department of Information and Library Studies, University of Cape Town.

Lecture or paper presented at a meeting

In-text example	Reference list example
(Jansen, 2010)	Jansen, J. 2010. What school reform can learn from the rhythm method in sex [Lecture]. University of Cape Town. 2 February.

Lecture or paper presented at a meeting - available from an institutional repository

In-text example	Reference list example
(Jansen & Soudien, 2014)	Jansen, J. & Soudien, C. 2014. *In conversation: talking transformation* [Podcast, September 29]. Available: http://hdl.handle.net/11427/7742 [2016, January 25].

Manuscript collection

In-text example	Reference list example
(Bleek and Lloyd Collection)	Bleek and Lloyd Collection. BC151, A5.6. Manuscripts and Archives Department, University of Cape Town Libraries, University of Cape Town. (Unpublished).

Pamphlet (Unpublished)

In-text example	Reference list example
(Bohler-Muller & van der Merwe, 2011:10) *Note:* *Treat pamphlets as books, unless the place of publication and publisher are not known, then treat pamphlets as unpublished material.*	Bohler-Muller, N. & van der Merwe, C. 2011. The potential of social media to impact socio-political change on the African continent. (Unpublished).

Personal communication

In-text example	Reference list example
(De Jager, personal communication 2004, May 20) (Thapisa, personal interview, 1998 March 10)	*Note*: Personal communications are not included in the reference list. (See also: "Electronic Mailing Lists" under "Other Media")

Thesis or dissertation

In-text example	Reference list example
Van Biljon (2010)	Van Biljon, S. 2010. KL-metamatic ghost ship: design report. M.Arch. (Professional) dissertation. University of Cape Town.

Thesis or dissertation - available from an institutional repository

In-text example	Reference list example
(De la Rey, 1999)	De la Rey, C.M. 1999. *Career narratives of women professors in South Africa.* Ph.D. Thesis. University of Cape Town. Available: http://hdl.handle.net/11427/7859 [2016, January 12].

Other media (includes references to electronic and other resources, e.g. motion pictures, sound recordings and video recordings.)

Electronic mailing lists

In-text example	Reference list example
(Hearn, 2014)	Hearn, S. 2014. *Transitioning to linked data* [Electronic mailing list, 12 March]. Available: http://lists.ala.org/sympa/info/alcts-eforum [2014, December 10]. ***Note:*** *Electronic mailing lists use special software to distribute emails from and to individuals interested in discussions on particular topics.*

Blogs

In-text example	Reference list example
(Seevan Franks, 2011) ***Note:*** *If the author's full name is not known, use the name which appears on the blog.*	Sevaan Franks. 2011. *Egyptian rock art found* [Blog, 6 July]. Available: http://www.ablogabouthistory.com/2011/07/06/egyptian-rock-art-found/ [2016, January 12].

Illustrations and diagrams

In-text example	Reference list example
(Adapted from Chinomona & Preterms, 2011:174) ***Note:*** *If changes were made to the original figure, add "adapted from" to the reference indicator.*	Chinomona, R. & Preterms, M. 2011. Major dealers' expert power in distribution channels. *South African Journal of Economic & Management Sciences.* 14(2):170-187. Available: http://www.scielo.org.za/scielo.php?pid=S2222-34362011000200004&script=sci_arttext [2016, January 12].

Motion picture

In-text example	Reference list example
Parenthetical citations: (*Forgiveness*, 2004)	*Forgiveness* [DVD]. 2004. Produced by C. Gabriel & Directed by I. Gabriel. Sandown, South Africa: Ster-Kinekor Home Entertainment.

Online video – available from electronic databases

In-text example	Reference list example
(Sondak, 2013)	Sondak, V. K. 2013. *Update on therapies for metastatic melanoma* [Video file]. Available: http://hstalks.com/?t=BL1003571 [2016, January 12]. ***Note:*** *In the example above* **Henry Stewart Talks: The Biomedical & Life Sciences Collection** *is the database used.*

Online video (e.g. *Youtube*)

In-text example	Reference list example
(Buzan, T. 2007)	Buzan, T. 2007. *Maximise the power of your brain: Tony Buzan mind mapping* [Video file]. Available: https://www.youtube.com/watch?v=MlabrWv25qQ [2016, January 12].

Podcasts

In-text example	Reference list example
(Davis, 2010)	Davis, D. 2010. *Re-conceiving the doctrine of the separation of powers* [Podcast, 15 July]. Available: http://www.law.uct.ac.za/law/news/multimedia/podcasts [2016, January 12].

Sound recording

In-text example	Reference list example
(Ngema et al. 1988)	Ngema, M., Masekela, H., Mhlongo, N. & Committed Artists. 1988. *Sarafina!: The music of liberation: broadway cast recording* [Sound recording]. New York: RCA Victor. *Note:* Insert the format when appropriate, e.g. [CD] or [Sound recording]
(*Angolan freedom songs*, 1991)	*Angolan freedom songs* [Sound recording]. 1991?. Washington, D.C.: Smithsonian Folkways Records. *Note:* *If there is no author/speaker, use the **title** as first element of the reference entry.*

Social media (e.g. Facebook Twitter, Pinterest

In-text example	Reference list example
(University of Cape Town, 2011) *Note:* *If the author's full name is not known, use the screen name as it appears on Facebook etc.*	University of Cape Town. 2011. *Michelle Obama's visit to UCT inspires young learners* [Facebook update, 27 June]. Available: https://www.facebook.com/home.php#!/uct.ac.za [2016, January 12]. *Note:* *List Twitter entries as:* [Twitter post, 3 June] *and Pinterest entries as:* [Pinterest pin, 29 July] or [Pinterest re-pin, 30 July].

Maps

See also: Kelly, L. 2013. *How to reference maps, atlases, air photos and geospatial data.* Available: http://libguides.lib.uct.ac.za/content.php?pid=63609&sid=4060118 [2016, January 25]. for additional examples on Maps.

Single Map

In-text example	Reference list example
1ˢᵗ parenthetical citation: (University of Cape Town. Southern Africa Labour and Development Research Unit [SALDRU], 1975) **Subsequent parenthetical citation:** (SALDRU, 1975)	University of Cape Town. Southern Africa Labour and Development Research Unit. 1975. *Squatter settlements and Cape Peninsula geography* [Map]. Scale 1:1 000. Cape Town, South Africa: Southern Africa Labour and Development Research Unit, University of Cape Town.

Map in a Topographic Series

In-text example	Reference list example
(Chief Directorate. Surveys and Mapping, 2003)	Chief Directorate. Surveys and Mapping. 2003. *Cape Town, 3318CD* [Map]. Edition 9. Scale 1:50,000. Mowbray, South Africa: Chief Directorate of Surveys and Mapping. *Note: In this example a government map was used. Therefore, as an author, in principle, use the official name of the country followed by the full name of the government department. However, in order to avoid a long list of references under "South Africa", shorten the references to just the name of department.*

Map in a Thematic Series

In-text example	Reference list example
(Grobbelaar, 2007)	Grobbelaar, D.A. 2007. *Pofadder, 2918* [Map]. Scale 1:25,000. 1:250 000 Geological Series. Pretoria, South Africa: Council for Geoscience.

Geospatial Data - GIS data acquired from an electronic source

In-text example	Reference list example
(Natural Earth Data, 2013)	Natural Earth Data. 2013. *Coastline* [Shape file, October 8]. v. 3.0.0. Natural Earth Data. Available: Natural Earth Data, http://www.naturalearthdata.com/downloads/10m-physical-vectors/10m-coastline/ [2016, January 23].

Google Earth (i.e. Geographical information program)

In-text example	Reference list example
(Google Earth, 2011)	Google Earth Pro 6.2.1.6014 (beta). 2011. *Niagara Region, ON Canada* [Map, October 5]. 43° 02' 26.22"N, 79° 13' 50.11"W, Eye alt 36 mi. Borders and labels; places layers. NOAA, DigitalGlobe 2013. Available: http://www.google.com/earth/index.html [2016, January 12].

Google Map (i.e. Web mapping service applications)

In-text example	Reference list example
(Google Maps, 2013)	**Using print screen version, i.e. similar to photocopying from a book:** Google Maps. 2013. *Claremont, Cape Town, South Africa.* Available: http://goo.gl/maps/aoPqq [2016, January 12].
(Kelly, 2013)	**Using Google Maps as a tool or application, i.e. creating a tag:** Kelly, L. 2013. *Special Collections, UCT Libraries*. Google Maps. Available: http://goo.gl/maps/yhRZe [2016, January 12]. *Note:* Add the publishing service, i.e. Google Maps, after the title to acknowledge the web mapping service application used to generate the tag.

Music scores

A score - in an anthology of music

In-text example	Reference list example
(Johnson, 1997)	Johnson, C. 1997. Crazy bone rag. In *Ragtime jubilee: 42 piano gems, 1911-21*, 41-45. D. Jasen, Ed. Mineola: Dover.
(Beethoven, 1999)	Beethoven, L. 1999. Sonata no. 14 in C-sharp minor, op. 27, no. 2. In *Five great piano sonatas*, 43-60. H. Schenker, Ed. Mineola: Dover.

A score – single composer, also has editor

In-text example	Reference list example
(Debussy, 1966)	Debussy, Claude. 1966. *43 Songs for voice and piano.* Sergius Kagen, Ed. New York: International Music.

A score from a composer's collected work

In-text example	Reference list example
(Mozart 1970, 115-116)	Mozart, Wolfgang Amadeus. 1970. *Die Zauberflöte.* G. Gruber & A. Orel, Eds. Neue Ausgabe Sämtliche Werke. Serie 2, Werkgruppe 5, Bd. 19. Kassel: Bärenreiter.

A score - single composer

In-text example	Reference list example
Parenthetical citations: (Schoenberg, 1949)	Schoenberg, A. 1949. *A survivor from Warsaw; for narrator, men's chorus, and orchestra, op. 46.* Long Island City: Bomart Music Publications.
(Klatzow, 1996)	Klatzow, P. 1996. *Sonata for violin and piano.* Claremont, South Africa: Musications.
Composer's name mentioned in sentence: Beethoven's (1976) composition displays …	Beethoven, L. 1976. *Fourth and Fifth Symphonies.* New York: Dover.
The bassoon solo in *Rite of Spring* (Stravinsky, 1975)	Stravinsky, I. 1975. *Rite of Spring.* London: Hansen House.

Urtext edition

In-text example	Reference list example
(Bach 1956, 26)	Bach, Johann Sebastian. 1956. *Französische Suiten.* Munich: Henle.

Works of art

The examples deal with paintings and sculpture; however, there are many other art forms.

Painting

In-text example	Reference list example
(Bester, 1993)	Bester, W. 1993. *Group removals* [Painting]. Cape Town: J.P. Porer loan to the University of Cape Town Works of Art Collection. ***Note:*** *Example of an artwork on loan to a gallery.*
(Griffin-Jones, 2005)	Griffin-Jones, J. 2005. *Story of Isaac* [Painting]. Cape Town: University of Cape Town Works of Art Collection. ***Note:*** *Example of an artwork owned by the University of Cape Town.*

Sculpture

In-text example	Reference list example
(Bester, 2000)	Bester, W. 2000. *Sara Baartman* [Sculpture]. Cape Town: University of Cape Town Works of Art Collection.

Computer programs, financial data sources and datasets

Computer programs refers to software
There is no need to reference standard software such as *Microsoft Office*, *SPSS* or *Statistica*.

Computer program & financial data sources (e.g. McGregorBFA)

Add data output types such as [Graph], [Time series], [Online data file] or [Raw data] to the title (name) as is necessary, e.g. *Stock price of Vodacom from 1 January 2015 to 31 July 2015* [Graph].

In-text example	Reference list example
1st parenthetical citation: (South African Audience Research Foundation [SAARF], 2014) … **Subsequent parenthetical citation:** SAARF (2014) … or (SAARF, 2014) …	South African Audience Research Foundation. 2014. *AMPS (All Media & Product Survey 2013RA (Jul '13 –Dec '13))* [Online data file]. Version Four. 002. Johannesburg: Infotools Pubiliciti.
(Bloomberg L.P., 2015) ***Note:*** *In this example, the full name of the corporate author was used. However, the format "Bloomberg" is often used; you may shorten the author to this format.*	Bloomberg L.P. 2015. *Stock price of Shoprite from 1 January 2015 to 31 July 2015* [Raw data]. Available: Bloomberg database [2016, January 12].
(Comprehensive Meta-Analysis, 2002)	Comprehensive Meta-Analysis. 2002. *Comprehensive Meta-Analysis* [Computer software]. Version 2. Englewood, NJ: Biostat.

In-text example	Reference list example
(INetBFA Expert, 2016)	INetBFA Expert. 2016. *SA indices* [Raw data]. Johannesburg. Naspers Group. Available: http://expert.inetbfa.com/# [2016, January 12].
(INetBFA Research, 2016)	INetBFA Research. 2016. *Analyser: price data Africa* [Raw data]. Johannesburg. Naspers Group. Available: http://research.mcgregorbfa.com/ [2016, January 12].
(ThomsonReuters, 2011a)	ThomsonReuters. 2011a. *Datastream* [Online data file]. Version 6. New York: Thomson Reuters. Available: ThomsonReuters [2016, January 12].
(ThomsonReuters, 2011b)	ThomsonReuters. 2011b. *Reuters 3000 Xtra*. New York: ThomsonReuters. Available: ThomsonReuters [2016, January 23]. ***Note:*** *Datastream and Reuters 3000 Xtra are access restricted, for this reason the group author is given after "Available:", and not the resource locator (URL).*
(UNComTrade, 2009)	UNComTrade. 2014. *Commodities explorer: snapshot: USA*. Available: http://comtrade.un.org/db/ce/ceSnapshot.aspx?r=842 [2016, January 23].

Datasets[2]

Additional examples can be found at: http://www.dcc.ac.uk/resources/how-guides/cite-datasets#sthash.zkCVCBFK.dpuf

In-text example	Reference list example
(Cool & Bell, 2011)	Cool, H.E.M. & Bell, M. 2011. *Excavations at St Peter's Church, Barton-upon-Humber* [Dataset]. DOI:10.5284/1000389.

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[2] Source: Ball, A. & Duke, M. 2015. *How to cite datasets and link to publications.* Edinburgh: Digital Curation Centre. Available: http://www.dcc.ac.uk/sites/default/files/documents/publications/reports/guides/How_to_Cite_Link.pdf [2016, January 12].

Secondary sourcing

Things to remember:
It is **not permissible** to cite **authors mentioned in an article unless you have read all those works.** In fact, it is dishonest. For the same reason, if you habitually refer to authors who are quoted by the author(s) of the book(s) or article(s) that you have been told to read, you are likely to lose marks. **You should consult the original work, if at all possible**. On the rare occasion, when a source is untraceable, acknowledge **both sources in-text**, but only include the **one you consulted (also known as a secondary source) in the reference list.**

In-text example	Reference list example
According to Barr and Hayne (1996, quoted by Bauer et al., 2000:13), infants imitate…	Bauer, P.J., Wenner, J.A., Dropik, P.L. & Wewerka, S.S. 2000. Parameters of remembering and forgetting in the transition from infancy to early childhood. *Monographs of the Society for Research in Child Development*. 65(4). Available: http://www.jstor.org/stable/10.2307/3181580 [2016, January 12].
Mirzeler and Young (2000:408) cite Gray (1999) in support this view, and note…	Mirzeler, M. & Young, C. 2000. Pastoral politics in the northwest periphery in Uganda: AK-47 as change agent. *Journal of Modern African Studies*. 38(3):407-429. Available: http://www.jstor.org/stable/10.2307/161705 [2016, January 12].

References & useful readings

American Society of Civil Engineers. 2014. *Publishing books with ASCE: a guide for authors, editors, and committees.* Reston, VA: American Society of Civil Engineers. DOI: 10.1061/9780784478998.

Ball, A. & Duke, M. 2015. *How to cite datasets and link to publications*. Edinburgh: Digital Curation Centre. Available:http://www.dcc.ac.uk/sites/default/files/documents/publications/reports/guides/How_to_Cite_Link.pdf [2016, January 12].

Blum, E. & Wilhoit, F.G. 1990. *Mass media bibliography: an annotated guide to books and journals for research and reference*. 3rd ed. Urbana: University of Illinois Press.

EnablingOpenScholarship. n.d. *Open access institutional repositories: a briefing paper.* Available: http://www.openscholarship.org/upload/docs/application/pdf/2009-09/open_access_institutional_repositories.pdf [2016, January 21].

English, J., Fielding, M., Howard, E. & Van der Merwe, N. 2006. *Professional communication*: *how to deliver effective written and spoken messages*. 2nd ed. Cape Town: Juta.

Gibaldi, J. 2009. *MLA handbook for writers of research papers*. 7th ed. New York: Modern Language Association of America.

Harmon, C. 2000. *Using the internet, online services, and CD-ROMs for writing research and term papers*. 2nd ed. New York: Neal-Schuman Publishers.

Kelly, L. 2013. *How to reference cartographic resources: maps & geospatial data.* http://libguides.lib.uct.ac.za/content.php?pid=63609&sid=4060118 [2016, January 11].

Lester, J.D. & Lester, J.D. 2011. *Writing research papers: a complete guide*. New York: Longman Pub Group.

Li, X. & Crane, N. 1996. *Electronic styles: a handbook for citing electronic information*. Rev ed. Medford, NJ: Information Today.

Modern Humanities Research Association. 1996. *MHRA style book: notes for authors, editors and writers of theses*. 5th ed. London: Modern Humanities Research Association.

OpenAIRE. 2015. *Pre-prints and post-prints.* Available: https://www.openaire.eu/copyright-and-oa-repositories-pre-prints-and-post-prints [2016, January 11].

Purdue University. The OWL at Purdue. 2016. *Research and citation resources.* Available: https://owl.english.purdue.edu/owl/section/2/ [2016, January 11].
(This site also contains information on APA, MLA and Chicago Manual of Style.)

Snodgrass, A. & Coyne, R. 2006. *Interpretation in architecture: design as a way of thinking.* London: Routledge.

Turabian, K.L. 2007. *A manual for writers of research papers, theses and dissertations*. 7th ed. Revised by W. C. Booth, G.G. Colomb and J.M. Williams. Chicago: University of Chicago Press.

University of Cape Town. Faculty of Law. 2014. *Research, writing, style and referencing guide: 2014.* Available: http://www.law.lib.uct.ac.za/sites/default/files/image_tool/images/60/resources/Research-Writing-Style-and-Referencing-Guide-2014.pdf [2016, January 12].

University of Chicago. 2010. *Chicago-Style citation quick guide.* Available: http://http://www.chicagomanualofstyle.org/tools_citationguide.html [2016, January 12].

Visser, N. 1992. *Handbook for writers of essays and theses*. 2nd ed. Cape Town: Maskew Miller Longman.